CSC Adopted: December, 2002   CSC Revised: _____

Class Title: Geographic Information System Technician II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides technical support, maintenance and training of Geographic Information System for the department. Coordinates and develops department applications in cooperation with Information Technology. Assists the public with record research, retrieval, acquisition and distribution of survey related documents and drawings. Produces survey drawings and documents through the gathering, computation and analysis of land records.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Uses various tools within ArcInfo products including overlays and subsetting to determine spatial relationships for performing geographic analysis and producing presentation displays.
2	S	Performs technical support liaison function between department divisions and the Department of Information Technology. Oversees the efforts of department divisions to integrate their data with the GIS and develops applications using Access and Visual Basic to facilitate those efforts. Maintains, troubleshoots and provides training for those and other applications.
3	L	Maintains the street centerline, street name, and addressing data. Collects this data through field collection and internal research. Resolves attribute and data issues with other departments.
4	S	Serves as department representative with City group facilitating development of the Norfolk GIS. Uses ArcInfo products to maintain the GIS planimetric, parcel and cadastral data layers. Participates in resolving technical issues and coordination and supervision of all QA/QC efforts. Maintains City base maps.
5	S	Prepares survey documents by compiling information, identifying project requirements, gathering, interpreting and condensing field information, researching existing plats, deeds and various record information and documents such as ordinances, legal descriptions of properties and other survey data.
6	S	Supervises GIS Technicians and Engineering Technicians performing GIS tasks in other divisions within the department.

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience in GIS programming.
Certifications and Other Requirements	Valid Driver's License required.
Reading	Work requires the ability to read software documentation, trade journals, technical manuals, documents, and maps.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write system documentation, various reports, and correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Supervises GIS Technicians, Engineering Technicians
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, training
Sitting	C	Computer, desk work, meetings, training
Walking	O	To/from office equipment
Lifting	O	Office supplies, files, reports, manuals, books
Carrying	O	Office supplies, files, reports, manuals, books
Pushing/Pulling	N	
Reaching	N	
Handling	O	Office supplies, files, reports, manuals, books
Fine Dexterity	C	Computer keyboard, writing, mouse
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, writing, reading, training
Hearing	C	Telephone, co-workers, supervisor, meetings
Talking	F	Telephone, co-workers, supervisor
Foot Controls	N	
Other (specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software, Internet/Intranet, Visual Basic, ESRI ArcView, Avenue, Map Objects, ArcInfo, Frontpage, InterDev., ArcIMS

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.

NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)